



# Michigan State Police **LEARNING MANAGEMENT SYSTEM**



## ***Tutorial***

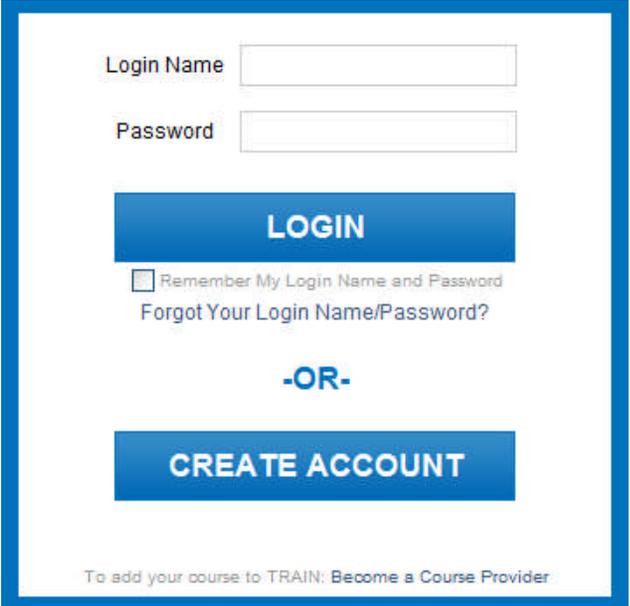
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## Creating Your MI-TRAIN Account:

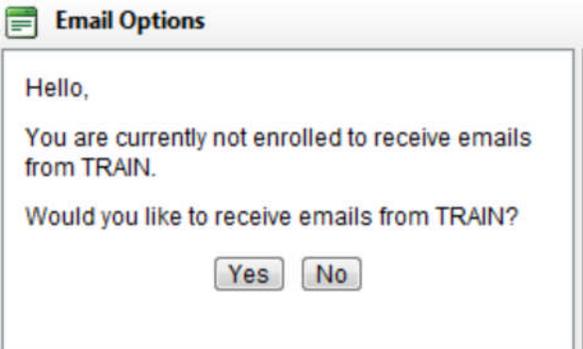
1. Go to [mi.train.org](http://mi.train.org)
2. Click the **Create Account** button, which appears under the **LOGIN** box on the left side of the screen.
3. Next, you will need to agree to the TRAIN policies and click the **Next** button.
4. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (\*). **Do not** hit the **Back** button at any time during the registration process.
5. Answer the secret question at the bottom of the page with an easily-recallable, one word answer. In the event you forget your password, you will be asked to answer this question as a security measure during the password retrieval process.
6. You will be asked to select the groups on TRAIN in which you would like to participate. Click on the **State Portal Select Groups** button.
7. Next, from the **Select Area(s) of Interest** drop down box, select **Michigan State Police** and **EMHSD**, then click **Submit**, then the **Next** button to get to the next page.
8. On the next page, select up to 3 professional roles that best match your job description and click the **Next** button.
9. Next select up to 3 settings that best fit your work environment. Click **Next** when finished.
10. Additional demographic information will be requested, however, this information is not required for registration. Click **Next**.
11. You will now be on the “Michigan Volunteer Registry” page, where you will need to answer this question—either “Yes” or “No”—depending upon your willingness to volunteer during an emergency. Click **Next**.
12. Finally, you will need to answer the “EMPG” funding question with either a “Yes” or “No” answer. Click **Next**.
13. Click Continue to finish registering your account. You are now free to enter the site.

## E-mail Receipt Options:

As a TRAIN user, you have the option to receive e-mails from TRAIN or not. TRAIN automatically sends important e-mail reminders, updates, and notifications. You can opt out of these notifications; but in doing so, may miss vital information. If you want to receive TRAIN e-mails, select **Yes** when prompted. Next, confirm that the e-mail we have on file for you is valid. Lastly, open your e-mail inbox, locate the confirmation message from TRAIN and click on the confirmation link in that e-mail. This will confirm your e-mail address and you will continue to receive e-mails from TRAIN.



The screenshot shows the MI-TRAIN user interface. At the top, there are two input fields: "Login Name" and "Password". Below these is a blue "LOGIN" button. Underneath the login button is a checkbox labeled "Remember My Login Name and Password" and a link "Forgot Your Login Name/Password?". In the center, there is a blue "-OR-" separator. Below that is a blue "CREATE ACCOUNT" button. At the bottom of the page, there is a small link: "To add your course to TRAIN: Become a Course Provider".



The screenshot shows an "Email Options" dialog box. It starts with "Hello," followed by the text "You are currently not enrolled to receive emails from TRAIN." Below this is the question "Would you like to receive emails from TRAIN?" and two buttons: "Yes" and "No".

### Maintaining Account Information:

1. Your personal information is accessible through the **My Account** menu located in the top right corner of the page. Account settings may be modified or updated at any time.



### Updating Personal Information:

1. Click the **My Account** option to view your personal information.
2. Revise any text field. Here is also where you can modify or update your password, security questions, and answers, as well as subscribe and unsubscribe to the site updates e-mail.
3. When you are finished proceed to the bottom of the page and click the **Save** button.

A screenshot of a web application's "My Account" page. At the top is a blue header with the text "My Account". Below the header are three tabs: "Details", "Groups", and "My Profile", with "Details" being the active tab. A red asterisk followed by "= required fields." is displayed. The form contains several input fields: "Login Name:" with the value "klynch307"; "First Name:" with a red asterisk and the value "Sample"; "Last Name:" with a red asterisk and the value "Sample"; "Middle Name:" which is empty; and "Email:" with a red asterisk and the value "sample@michigan.gov". A "Reset Password" button is located below the name fields.

### Retrieving Your Login Name/Password:

1. Go to [mi.train.org](http://mi.train.org).
2. Click on the **Forgot Your Login Name/Password?** link.
3. Enter the e-mail address you used when you created your account and click the **Send Password and Login Name** button.
4. Your password and login name will be sent via e-mail.

A screenshot of a login form. It features two input fields: "Login Name" and "Password". Below these fields is a blue "LOGIN" button. Underneath the button is a checkbox labeled "Remember My Login Name and Password" and a link that says "Forgot Your Login Name/Password?". A red arrow points to the "Forgot Your Login Name/Password?" link. Below the link is the text "-OR-".

### Searching for a Course/Conference:

To search for a course, simply enter the **Course ID** or **Keyword** in the search box located at the top right of the screen and then click the **Search icon** (the magnifying glass) or enter.

Advanced

### Searching for Courses Provided by EMHSD:

To see all courses offered by a specific course provider, click on the **Advanced** text next to the search box. On the next page, you will see an option to search by **EMHSD, Michigan, or Michigan State Police on the left side of the screen.**

**Search Options**

- ▶ Browse 'EMHSD'
- ▶ Browse 'Michigan'
- ▶ Browse 'Michigan State Police (MSP)'
- ▶ Browse All

### Searching for Courses Using the Calendar Feature:

To search for courses using the calendar feature, click the **Calendar** menu option. On the next page, you will see all the classes offered on the calendar for a specific day. You can limit the courses displayed by using one of the search options located on the left side of the screen.

Home
Calendar
Competency Assessment
Resources
Discussions
Help
Contacts

**Search Options**

- ▶ Show 'EMHSD'
- ▶ Show 'Michigan'
- ▶ Show 'Michigan State Police (MSP)'
- ▶ Show All
- ▶ Show My Region Only
- ▶ My Upcoming Events Only

**Tip:** To view all of the training for a specific date, click on that date number either below or in the small calendar to the left.

- = Marks an event that you are registered for.
- × = Marks an event that is not available for registration.
- = Marks a non-TRAIN event.
- = Marks a Drills & Exercises events.
- c = Marks a conference event.
- v = Marks a videoconference event.

Click for Printer Friendly version.

| < Previous Month |   | October 2013  |   |  |  |  | Next Month > |
|------------------|---|---|---|--|--|--|--------------|
| Sunday           | Monday  | Tuesday   | Wednesday                                     | Thursday                                     | Friday   | Saturday                                       |              |
| 29               | 30  | 1<br>× 8:30 ET Executive-level Cyber Table...   | 2   | 3<br>× 9:00 ET CBRNE Awareness Level (AWR... | 4  | 5  |              |
| 6                | 7<br>× 8:00 ET ICS 300 Intermediate ICS fo...<br>× 8:00 ET Modular Emergency Response ... | 8<br>× 8:00 ET ICS 300 Intermediate ICS fo...<br>× 8:00 ET Modular Emergency Response ... | 9<br>× 8:00 ET MDEQ Hazardous Waste Operat... | 10   | 11<br>× 8:00 ET ICS 400 Advanced ICS Comman... | 12<br>× 8:00 ET ICS 400 Advanced ICS Comman... |              |

## Search Options

- ▶ Browse 'EMHSD'
- ▶ Browse 'Michigan'
- ▶ Browse 'Michigan State Police (MSP)'
- ▶ Browse All

- ▶ By Course ID
- ▶ By Subject
- ▶ By Audience
- ▶ By Competencies and Capabilities
- ▶ By Format
- ▶ By Credit Type
- ▶ By Sponsor/Offerer
- ▶ By Date
- ▶ By Distance
- ▶ By Accreditation
- ▶ By Certificate
- ▶ Keyword Search
- ▶ By Training plan
- ▶ By Language

▶ **Advanced Search**

▶ Saved Search Criteria

## Saving Search Criteria:

1. If you would like to save your search criteria, click on the word **Advanced** next to the search box. Then, on the next page, click the **Advanced Search** option at the bottom of the **Search Options** list.
2. Next, you will have many options for types of searches. We recommend using the keyword search option located at the bottom of the screen.
3. Once you have determined your search criteria, scroll to the bottom of the page and click the **Save Criteria** button.
4. You will then be prompted to give your search a name and decide if you want to be notified via e-mail when new courses matching your search are entered in MI-TRAIN. Now, click **Submit**.

## Saved Searches:

1. To access your saved searches, click on the word **Advanced** next to the search box. Then click the **Saved Search Criteria** option at the bottom of the search options list on the left side of the page.
2. To run the search again, click on the **name** you gave the search criteria.
3. To edit the search criteria, click the **pencil icon** next to the name. Adjust the form as necessary and click the **disc** icon to save your changes. To cancel your changes, click the strike-through pencil icon.
4. To delete a saved search criteria, click the blue '**X**' icon near the search.

### Course Search

#### Saved Search Criteria

|   |        |              |                       |
|---|--------|--------------|-----------------------|
|   Advanced Search | Notify | EMHSD Search | 2/14/2013 12:41:27 PM |
|---|--------|--------------|-----------------------|

## Registering for a Course:

1. Go to the MI-TRAIN Web site at [mi.train.org](http://mi.train.org).
2. Enter your Login Name and Password and click on the **Login** button.
3. Click on the search bar at the top right of the page.
4. Enter a **Keyword** or **Course ID** and hit enter or the search icon (magnifying glass).
5. Each course displayed on the Course List page will provide the following information:
  - Title
  - Course Provider - who is offering the course
  - Format in which the course is offered
  - Icons that designate if the course has an associated cost and/or if any credit is offered upon course completion
6. To list classes in alphabetical order, click on the heading, **Title**.

Advanced

**Search Options**

- ▶ Browse 'EMHSD'
- ▶ Browse 'Michigan'
- ▶ Browse 'Michigan State Police (MSP)'
- ▶ Browse All

---

- ▶ By Course ID
- ▶ By Subject
- ▶ By Audience
- ▶ By Competencies and Capabilities
- ▶ By Format
- ▶ By Credit Type
- ▶ By Sponsor/Offerer
- ▶ By Date
- ▶ By Distance
- ▶ By Accreditation
- ▶ By Certificate
- ▶ Keyword Search

**Course Search**

Search Parameters

Search Result

Tip: To sort by any column, click the column heading.  
 Tip: To view course description, click on the Course Title  
 Tip: Alphabetical page indexing is used when sorted by Title, Sponsor/Offerer or Format.  
 \$ = Fee associated with the course    \* = Credit is offered

20 rows per page    Filter    \*    A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   Q   R   S   T   U   V   W   X   Y   Z   All

Select page within selected letter:    <<   <   1   2   3   4   5   6   7   8   9   10   ...   >   >>    Displaying page 1 of 111, items from 1 to 20 of 2213

| \$ * Title  | Type | Sponsor/Offerer | Format                                 | Rating     |
|---|------|-----------------|--|------------|
| * "Are Nurses Really Bullies? Understanding Nurse to Nurse Hostility"                                       |      | ADH             | On-Site - Classroom course or workshop | 1 reviews  |
| _VA Test Course   |      | KMi             | Web-based Training - Self-study        | no reviews |
| (S) Non-Culture Based Testing for Enteric Infections—Potential Impact on Surveillance in Colorado (ARCHIVE) |      | CDPHE LSD       | Web-based Training - Self-study        | no reviews |

7. To get more information about any course displayed in the course list, simply click the Title of the course.
8. The next screen will present you with four tabs: Course Details, Contacts, Registration, and Reviews.

**Registering for Course (continued):**

9. The **Course Details** tab displays basic information about the course, including: format, cost, description, and target audience.
10. Click the **Contacts** tab if you have any questions pertaining to the course; you will be provided with the name, phone, and e-mail of who best to contact in order to get your questions answered.
11. The **Registration** tab will allow you to immediately register for/ or launch a course. However, it may be necessary to wait for approval from the course provider or administrator, or there may be payment or a supplemental registration procedure. In the event a course requires an additional step, prior to completing registration, information about the requirements will be given by clicking on the registration tab where the **Registration/Launch** button will be replaced by a **Go to Step 2 of Registration** button. Clicking the Go to Step 2 of Registration button will guide you through any remaining requirements.

The screenshot shows the 'Course Details' tab for the course 'ICS 200 ICS for Single Resources an Initial Action Incidents'. The course ID is 1033735. The format is 'On-Site - Classroom course or workshop (Live Event)'. It is a 'Non Clinical' course. The cost is \$0.00. Registration is available by invitation only, and lodging is not provided. The course offers 16 Certificate of Attendance credits, specifically an MSP - EMHSTC certificate.

In order to view the details of a particular session click the **Details** button for the session. You will be presented with all the information available for the session, including the registration deadline, days the session takes place, as well as its time and location. Click the **Back** button to return to the Registration tab.

To register for a particular session, click the **Get Approval** button (for classes with no fees) or the **Go to Step 2 of Registration** button (for classes with payment required) for the desired session.

**Waitlist Registration**

To add yourself to the waitlist of a full session click the **Add to Waitlist** button. The course will be added to your **My Learning** and if a seat opens, the first person on the waitlist will automatically be moved into the course.

**Approval Codes**

If a course requires an approval code, but you do not have the code, you will need to contact the session contact (this information can be found by clicking the **Details** button next to the session), the course provider, or your Michigan TRAIN administrator. This approval code is also required when adding your name to a course waitlist.

The screenshot shows the 'Registration' tab with a message: 'There is a fee associated with this course. Please click "Go to Step 2 of Registration" for additional payment information. When payment is received by course provider he or she will approve your registration and you'll be able to take the course. If you have any questions please direct them to the people on the "Contacts" tab'. Below this is a 'Select Credit Type' dropdown menu. Two tips are provided: 'Tip: To sort by any column, click the column heading. Or use default order by Date' and 'Tip: Alphabetical page indexing is used when sorted by Location.' A table lists two sessions with columns for Details, Location, Date, Distance, and a 'Go to Step 2 of Registration' button.

| Details                                     | Location                                      | Date                 | Distance |  |
|---|---|----------------------|----------|--|
| <a href="#">Details</a> <a href="#">Map</a> | MSP-EMHSTC<br>Multi-Day Event...              | 2/25/2013 8:00 AM ET | 5        | <a href="#">Go to Step 2 of Registration</a> |
| <a href="#">Details</a> <a href="#">Map</a> | Holiday Inn Spring Lake<br>Multi-Day Event... | 5/13/2013 8:00 AM ET | 88       | <a href="#">Go to Step 2 of Registration</a> |

## Launching a Course:

1. Log into your MI-TRAIN account.
2. On the left side of your home page, you will see a listing of your most recent course registrations.
3. To launch a course, click on the **course title**.
4. To change the status of any course you are registered for click the **M** icon to the right of the course title.

**My Learning**

[Back](#)

**Tip:** Click on course title to access to course details.

**Tip:** Click on registration status to launch the course or to launch it's Assessment/Evaluation

**Tip:** If you want to set a course as completed, archived, withdraw from a course or change credit type please click on 

**Tip:** If you want to add scheduled session to your personal calendar please click on 

| Type   | Title  | Status      | Manage  |
|--------|--|-------------|---|
| Online | IS-120.A An Introduction to Exercises                                    | In Progress |  |
| Online | IS-200.b - ICS for Single Resources and Initial Action Incidents         | In Progress |  |
| Online | IS-700.a: Introduction to the National Incident Management System (NIMS) | In Progress |  |

## Withdrawing From a Course:

1. Log into your MI-TRAIN account.
2. On the left side of your home page, you will see a listing of your most recent course registrations.
3. Find the course you wish to withdraw from and click the **M** icon to the right of the course title.
4. On the next page, click the **Withdraw** button.
5. You will be asked if you are sure you want to Withdraw. Click **OK**.

**My Learning**

[Back](#)

**Tip:** Click on course title to access to course details.  
**Tip:** Click on registration status to launch the course or to launch it's Assessment/Evaluation  
**Tip:** If you want to set a course as completed, archived, withdraw from a course or change credit type please click on   
**Tip:** If you want to add scheduled session to your personal calendar please click on 

| Type   | Title  | Status      | Manage  |
|--------|--|-------------|---|
| Online | IS-120.A An Introduction to Exercises                                    | In Progress |  |
| Online | IS-200.b - ICS for Single Resources and Initial Action Incidents         | In Progress |  |
| Online | IS-700.a: Introduction to the National Incident Management System (NIMS) | In Progress |  |

To mark this course as "Completed" please click [Completed](#)

To mark this course as "Archived" please click [Archive](#)

To withdraw yourself from this course please click [Withdraw](#)

[Back](#)

## Printing Your Certificate:

1. Log into your MI-TRAIN account.
2. On the right side of your home page, click **My Certificates**.
3. You will see the last 5 certificates obtained. From here, you can click the **printer icon** to print your certificate.
4. If you are looking for an older certificate, click the **View All Certificates** button, which will take you to a list of all your certificates.
5. To print a certificate click on the **certificate name** on the right side of the page, coinciding with the course for which you would like the certificate.

+ My Learning

- My Certificates

| Course Name ↕  | Date Completed |  |
|--|----------------|--|
| 2010 CBRNE Defensive Operations LANX Chemical Protective Overgarment Video | 06/04/2013     |  |
| 2010 CBRNE Defensive Operations LANX Chemical Protective Overgarment Video | 12/11/2012     |  |
| Hazmat/WMD Awareness   | 10/02/2013     |  |

+ My Training Plans

+ My Surveys

+ My Links

| Certificates   |            |            |                                 |       |                              |                  |
|--|------------|------------|---------------------------------|-------|------------------------------|------------------|
| Course ↕   | Registered | Completed  | Format                          | Score | Credit                       | Certificate      |
| 2010 CBRNE Defensive Operations LANX Chemical Protective Overgarment Video | 12/11/2012 | 12/11/2012 | Web-based Training - Self-study | N/A   | Not Available                | MSP-EMHSD-Online |
| 2010 CBRNE Defensive Operations LANX Chemical Protective Overgarment Video | 6/4/2013   | 6/4/2013   | Web-based Training - Self-study | N/A   | Not Available                | MSP-EMHSD-Online |
| Hazmat/WMD Awareness   | 10/2/2013  | 10/2/2013  | Web-based Training - Self-study | 0%    | Certificate of Attendance: 2 | MSP-EMHSD-Online |

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Page size: 20 ▾
3 items in 1 pages

**Transcripts:**

1. Log into your MI-TRAIN account.
2. On the right side of your home page click on the **My Learning** link.
3. Next, click on the **Train Transcript** button toward the bottom of the **My Learning** link.
4. On the next page you will see all of your course information including:
  - Course name
  - Date registered
  - Date completed
  - Format of class
  - If there were test/quiz scores reported
  - If you received any specific credits
  - If the administrator marked you as verified (meaning passed)
  - If you have withdrawn from the course
  - The option to remove the course from your transcript by clicking on the **R** at the far right of the screen



**Kristi's Dashboard**

**My Action Items** Click to Expand

My Learning

| Course Name  | Status      | Format                                 |
|--|-------------|--|
| 2010 CBRNE Defensive Operations LANX Chemical Protective Overgarment Video         | In Progress | Web-based Training - Self-study        |
| Damage Assessment for Emergency Operations Center Staff (Online)                   | In Progress | Web-based Training - Self-study        |
| Damage Assessment Teams (Online)   | In Progress | Web-based Training - Self-study        |
| Exercise Design, Development and Evaluation Improvement Planning Course (G120/130) | Pending     | On-Site - Classroom course or workshop |
| Hazard Mitigation/Comprehensive Plan Interface (G626)                              | Pending     | On-Site - Classroom course or workshop |
| HELP Webinar Presentation 15: E-learning Best Practices                            | In Progress | Meeting                                |

**Transcript** Add Trainingfinder Course

Tip: To sort the transcript by column, click the title-text of that column. Email Transcript Export

Click on course title to view course details

| Course  | Reviews                                | Registered | Completed | Format                          | Pre-Assessment Score | Final Score | Credit | Verified                 | Withdrawn                           |                                  |
|---|--|------------|-----------|---------------------------------|----------------------|-------------|--------|--------------------------|-------------------------------------|----------------------------------|
| Mid-America Pediatric Environmental Hazards (1009874)                               | <input type="button" value="Reviews"/> | 5/16/2008  | N/A       | Web-based Training - Self-study | N/A                  | N/A         | N/A    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="R"/> |
| Safe Mail Handling (1004927)  | <input type="button" value="Reviews"/> | 5/16/2008  | N/A       | Web-based Training - Self-study | N/A                  | N/A         | N/A    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="R"/> |
| "Tools of the Trade" - Human Service Workers Emergency and Response 2008 Conference |  | 9/10/2008  | N/A       | Conference                      | N/A                  | N/A         | N/A    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="R"/> |
| Damage Assessment Teams (Online)  | <input type="button" value="Reviews"/> | 12/17/2008 | N/A       | Web-based Training - Self-study | N/A                  | N/A         | N/A    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="R"/> |
| Damage Assessment Teams (Online)  | <input type="button" value="Reviews"/> | 12/17/2008 | N/A       | Web-based Training - Self-study | N/A                  | N/A         | N/A    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="R"/> |

5. You can also add non-TRAIN courses to your transcript in order to keep all your records together.
6. At the bottom of your Transcript page, you will see a section labeled Non-TRAIN Courses.

## Transcripts (continued):

- To add an outside course, click the Add button on the top right.
- You will now be prompted to fill out various information about the course and you will have the ability to upload an electronic copy of your certificate if you have one.

| Non-TRAIN Courses                           |          |           |                                 |       |                              |                          |  | Add |
|---|----------|-----------|---------------------------------|-------|------------------------------|--------------------------|--|-----|
| Click on course title to view course record |          |           |                                 |       |                              |                          |  |     |
| Course                                      | Started  | Completed | Format                          | Score | Credit                       | Verified                 |  |     |
| sfe   |          |           | Web-based Training - Self-study | N/A   | Clock Hours: 3               | <input type="checkbox"/> | <input type="button" value="Upload External Certificate"/> |     |
| Test Certificate                            | 8/8/2011 | 8/9/2011  | Not Available                   | N/A   | Certificate of Attendance: 8 | <input type="checkbox"/> | <input type="button" value="Upload External Certificate"/> |     |

20 rows per page Filter \* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Displaying page 1 of 1, items from 1 to 2 of 2

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## Uploading External Certificates to Your Transcript:

- First, you will need to scan a copy of your certificate and save the electronic file on your computer.
- Next, log into your MI-TRAIN account and click on **My Learning** on the right side of the screen.
- Click on the **TRAIN Transcript** button.
- You will now see a list of all courses you have registered for through MI-TRAIN.
- Find the course listed on your transcript and click the **Upload External Certificate** button.
- You will be asked to name the certificate and then click the **Browse** button.
- Find the scanned certificate file you saved and click on it. Once you see the file name in the box, click on the **Upload** button.
- Once uploaded, your certificate will remain in your MI-TRAIN account unless you delete it from your Transcript.

**Upload Certificate**

Title: \*

Please select certificate file:

**Tip:** The following list of file extensions are allowed to upload: (.gif,.jpeg,.jpg,.bmp,.pdf,.png)